

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-09.M

Subject:

DATE: 10/06/86

Sunset Review:

REPORTING OF UNSAFE OR UNHEALTHFUL
WORKING CONDITIONS

1. PURPOSE. The purpose of this directive is to provide a method for personnel at the Federal Law Enforcement Training Center (FLETC) to report unsafe or unhealthful working conditions and to ensure prompt analysis and response by safety and health officials

2. SCOPE. The procedures set forth in this directive apply to all personnel employed at, or in training at, FLETC, but does not supersede related provisions of any labor/management agreement currently in force.

3. REFERENCES.

a. Executive Order 12196, dated February 26, 1980, Occupational Safety and Health Programs for Federal Employees.

b. Title 29, Code of Federal Regulations, Part 1960, Basic Program Elements for Federal Occupational Safety and Health Programs.

c. Title 29, Code of Federal Regulations, Part 1910, General Industry Safety and Health Standards.

4. DEFINITIONS.

a. Imminent danger - Any condition or practice, in any work place, which is such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately, or before the imminence of such danger can be eliminated through normal procedures.

b. Serious hazard/condition - A hazard or condition such that there is a substantial probability that death or serious physical harm could result.

c. Non-serious conditions - Conditions where an accident or occupational illness resulting from noncompliance with a standard would probably not cause death or serious physical harm, but which would have a direct or immediate relationship to the safety or health of employees. An example of a non-serious condition is the lack of guard rails at a height which a fall would more probably result in a mild sprain or cut and abrasions; i.e., something less than serious physical harm.

d. De minimis conditions - Conditions which have no direct or immediate relationship to safety or health. An example may be where the height of letters on an exit sign is not in strict conformity with the size requirements of the standard.

e. Reprisal - Any act of restraint, interference, coercion, or discrimination against employees for exercising their rights under Executive Order 12196, this directive, or for participating in Treasury's or the Center's safety and health programs.

5. AUTHORIZED PROGRAM OFFICIALS

a. The Assistant Director (Resource Management) is responsible for the overall management of the safety and occupational health program at the Center.

b. The Safety Manager is the individual responsible to the safety and occupational health official for the daily operation of the safety and occupational health program.

6. POLICY. The prevention of accidents, injuries and occupational illnesses is the primary objective of the Center's safety and occupational health program. Participation in the program is encouraged. No individual shall be subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthful working condition or for other participation in the activities of the program.

7. BACKGROUND. Each Federal agency is required by Reference a. to establish an effective and comprehensive safety and occupational health program. The Department of the Treasury requires that each bureau establish safety and occupational health programs. In addition to inspections and reports made by safety and occupational health inspectors, employee reports of unsafe or unhealthful working conditions are essential for early detection and abatement of related hazards. A report under this directive is not a grievance.

8. RESPONSIBILITIES.

a. Management.

(1) Make the procedures set forth in this directive available to all employees.

(2) Assure employees that reports, both verbal and written, may be made directly to the safety office; their identity will not be revealed, if so desired.

(3) Assure employees that no reprisals or other punitive action will be taken against them when originating a report.

b. Supervisors. Encourage employee participation in identification and prompt reporting of unsafe or unhealthful working conditions.

c. Safety and Occupational Health Manager.

(1) Initiate appropriate action, as set forth in reference b., upon receiving a report of an unsafe or unhealthful practice, condition, or violation of a safety or occupational health standard.

(2) Maintain a record of all reported safety and occupational health hazards utilizing the Safety and Health Hazards Log, O-SAF-1(7-82), Attachment 1, initiating follow-up action as necessary.

(3) Using FTC-SAF-3(7-82), Attachment 2, post notices of unsafe or unhealthful working conditions at the applicable work site.

(4) As required by reference b., prepare a written reply to the individual making a report, with a copy to the safety and health official.

d. Employees.

(1) Any employee, either as an individual or as a representative of a group of employees, who believes that an unsafe or unhealthful working condition exists, has the right and is encouraged to make a report of the unsafe or unhealthful working condition.

(2) Employees who do not wish to be identified may request their names not be revealed.

e. Participating Organization Personnel. Personnel of participating organizations may report unsafe or unhealthful conditions either to their senior representative, or directly to the FLETC's Safety and Occupational Health Manager.

f. Students. Students may report an unsafe or unhealthful condition either to the applicable faculty advisor/class coordinator, or directly to the FLETC's Safety and Occupational Health Manager.

g. Contractor Personnel. Contractor personnel must report non-serious, unsafe or unhealthful conditions to the contract administrator for forwarding to the Safety and Occupational Health Manager. Imminent danger and serious hazard conditions, however, must be reported directly to the Safety and Occupational Health Manager.

9. REPORTING PROCEDURES. Anyone desiring to make a report should notify the Safety Office. Reports of imminent danger or serious hazards/conditions shall be made verbally by calling Ext. 2233 during working hours, or Ext. 2461 during non-working hours. Verbal reports should be followed by written reports. Written reports will be submitted on FTC-SAF-2, Report of Unsafe or Unhealthful Working Condition, Attachment 3.

10. SUPPLY OF FORMS. The Report of Unsafe or Unhealthful Working Condition, FTC-SAF-2, will be stocked in, and may be obtained from, the Safety Office, Building 94 (Ext. 2233).

11. OFFICE OF PRIMARY INTEREST. Safety Office, Office of Resource Management.

David W. McKinley
Acting Director

Attachments (See Security and Safety Division)